

# MOHAMED RAFEEQ.M.P.

## ACCOUNTANT



### CONTACT INFO

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### SKILLS

- Zoho Books
- Sap B1
- Tally
- MS Office (Expertise in Outlook Express, Excel, Word)

❖ **Additional Information:**  
Holding Dubai Driving License.

### **OBJECTIVE**

Seeking a challenging career that encourages continuous learning and provides exposure to new ideas, which stimulates professional and personal growth and help to function as an asset to company. I have 5+ years of diversified experience as Accountant with extensive knowledge of Zoho Books and Xero. Have strong leadership skills and a proven ability to manage and motivate team

### **EXPERIENCE SUMMARY**

**S.K TRADERS, TIRUR, KERALA ( JAN 2018 - MAY 2022 )**

**POSITION : Accountant**

Used Software 'Xero & Zoho Books'

- Supplier's payments
- Purchasing Entries and Sales Entries
- Inventory Management
- Customer Follow-up for closing ageing end closing
- Allocation of Prepayment Entries.
- Preparations of Bank Reconciliation Statement
- Handling petty cash and other Banking activities

**SOFRA WORLD WIDE LLC, DUBAI (JUNE 2015-JULY 2017)**

**POSITION : Accountant**

Used Software 'Xero & Zoho Books'

- Preparing Accounts payable entries (supplier's payment, utility payment, petty cash payment, etc.)
- Preparing Accounts Receivable entries (from the types of customers).
- Creation of Quotations, LPO, GRN, GRV, etc.
- Preparing Telegraphic Transfers, Issuing Cheque, etc. for the suppliers Payment
- Allocation of Prepayment Entries.
- Preparations of Bank Reconciliation Statement

## **STRENGTHS**

- Quick at learning new concepts and technologies
- Excellent Leadership qualities
- Good communication and interpersonal skills
- To maintain a higher standard in performance.

## **LANGUAGES**

- English
- Hindi
- Arabic
- Malayalam

## **PERSONAL DETAILS**

- Date of Birth: 04-01-1989
- Sex: Male
- Marital status: Married
- Nationality: Indian

## **PASSPORT DETAILS**

- Passport no: R7365392
- Issue date: 08-02-2018
- Expiry date: 07-02-2028
- Visa Status : Visit (Until 05-09-2022)

- Intercompany transactions (catering, flowers & even management )
- Handling petty cash and other Banking activities
- Analysis of Cash flow, P&L and Balance sheet
- Taking monthly inventory manually and creating the brief report in Excel

## **GRAND HYPERMARKETS, DUBAI (SEPT 2010-SEPT 2013)**

### **POSITION : Accountant**

#### **Used Software Vision 2000 ERP**

- Purchase invoice booking and posting
- Types of Journal entry posting
- Handling petty cash and posting entries.
- Purchase Management-LPO, GRN, GRV, Barcode Creation, Product Maintenance, Purchase enquiries, FOC allocation
- Sales Management-Sales Order, Delivery cum Invoices, Sales Returns, Product Pricing.
- Invoice sorting, filing, keeping periodical manner
- Inventory Management-Physical stock verification, product stock adjustment, Monthly stock checking, reporting to the regional Manager.
- Creation and maintenance of barcode, product code, products status
- Assisting for Finalization of Accounts

## **EDUCATION**

**UNIVERSITY OF CALICUT (JULY 2006 – APRIL 2009)**

**DEGREE : Bachelor of Commerce**